City of **Indianapolis**
Greg Ballard, Mayor

MASTER CALENDAR
OF REPORTING REQUIREMENTS
for Mayor-Sponsored Charter Schools

Spring 2010

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MASTER CALENDAR OF REPORTING REQUIREMENTS
2010-2011 SCHOOL YEAR

The following calendar includes deadlines for submitting key information to the Mayor's Office, the Indiana Department of Education (IDOE), and other State agencies as of May 2010. The requirements outlined in this calendar are not all-inclusive and are subject to change. The Mayor's Office will attempt to notify all charter schools of changes in the calendar and/or reporting requirements and will give schools a reasonable period of time to meet any altered deadlines for providing information that the Mayor's Office requires.

How to use this calendar:

Required reports are listed based on the month they are due. Reports and/or documents required by the Mayor's Office are listed first, followed by those required by other parties.

Please note that some requirements may not apply to all schools. Requirements may vary slightly for schools opening this fall and schools in their second year of operation and beyond.

Instructions, timelines, and data layout information for the IDOE's collections are available at the STN's website, www.doe.state.in.us/stn/welcome.html.

Key

Due Date		Opening / 1st year schools	Schools in 2nd year and beyond
	= Mayor's Office requirement		
	= Requirement of another regulatory body		

*Note: This calendar assumes a July 1- June 30 accounting year.

**Note: All required information should be filed in the charter school's compliance binder, and a copy should be submitted to the Mayor's Office during monthly compliance meetings. The specific binder tab for each required document is noted.

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DISCLAIMER: Deadlines for submitting information to parties other than the Mayor's Office are subject to change. Schools should verify all deadlines with the appropriate regulatory body on a regular basis.

July 2010

		Opening / 1st year schools	Schools in 2nd year and beyond
	Tab 1- July Monthly report	✓	✓
	Tab 5- Minutes from June Board meeting	✓	✓
	Tab 12- School calendar for upcoming school year	✓	✓
	Tab 13- Updated employee spreadsheet noting new hires and resignations	✓	✓
	Tab 13 – Copies of valid, updated licenses or permits for each teacher on staff	✓	✓
	Tab 16- 2009-2010 Student/Parent Handbook (student policies, including suspension and expulsion policies)	✓	✓
	Tab 31- Projected enrollment for upcoming school year for each grade level in the school	✓	✓
	Tab 31- Projected enrollment by grade level for each of the remaining years of the charter	✓	✓
	Tab 31 – As of July 1st, report how many students were on the school's waitlist	✓	✓
	Misc – List of 2010 graduates, including post-graduation plans for each.		✓
	DOE-TI Title One collection begins for student services received in the 2009-10 school year		✓
	DOE-AT: Attendance Report		✓
	DOE-DC Direct Certification data collection begins for eligibility of the USA Free Lunch benefit program	✓	✓
	DOE-SE-UEXQ-13: Indiana Uniform Exiting Questionnaire		✓
	Monthly Student Information- Update IDOE STN lookup database as necessary		✓
	DOE – RT: Real Time - Data is collected Thursday of every week		✓
	DOE-ES: Expulsions and Suspensions - Students suspended or expelled the 2009-10 school year		✓

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August 2010

	Opening / 1st year schools	Schools in 2nd year and beyond
Tab 1- August Monthly report	✔	✔
Tab 2- Quarterly financial statement for quarter ending 6/30/2010		✔
Tab 3- Quarterly compliance certification letter for quarter ending 6/30/2010	✔	✔
Tab 5- Minutes from July Board meeting	✔	✔
Tab 5- Finalized board meeting schedule for 2010-2011	✔	✔
Tab 5 – Updated list of Board of Directors roster for 2010-2011	✔	✔
Tab 12 - Daily schedules by grade level and/or teacher	✔	✔
Tab 13- Updated employee spreadsheet noting new hires and resignations	✔	✔
Tab 19- Copy of biannual financial report submitted to IDOE		✔
Biannual Financial Report for Jan 1- June 30 (Form 9) to IDOE Division of School Finance. (Copy to Mayor's Office).		✔
DOE-SRPD Student Release for Professional Development for the 2010-2011 school year	✔	✔
Monthly Student Information- Update IDOE STN lookup database as necessary	✔	✔
Application for Federal Special Education Funds	✔	✔
Title III- Grant application	✔	✔
Confirm school's authorized representative and verify contact information with the IDOE's Educational Information Systems division and the IDOE Charter School Liaison.	✔	✔
DOE-SB: School Board Membership	✔	✔
DOE – RT: Real Time - Data is collected Thursday of every week	✔	✔

September 2010

	Opening / 1st year schools	Schools in 2nd year and beyond
Tab 1- September Monthly report	✔	✔
Tab 5- Minutes from August Board meeting	✔	✔
Tab 13- Updated employee spreadsheet noting new hires and resignations	✔	✔
Tab 13- Organizational chart for school employees	✔	✔
Copy of DOE-LM Language Minority Report, which includes information on language minority and immigrant students for the 2010-2011 school year	✔	✔
Discuss Technology Plans	✔	✔
DOE-MF Indiana School Directory Master File	✔	✔
Voc 30A Vocational Education Student Counts for the 2009-10 school year	✔	✔
DOE-FD: Full Day Kindergarten Funding Report is due in order to be eligible to receive FD kindergarten grant monies	✔	✔
DOE-PT Prime Time Report data collection begins for kindergarten through 3rd grade	✔	✔
Monthly Student Information- Update IDOE STN lookup database as necessary	✔	✔

		Opening / 1st year schools	Schools in 2nd year and beyond
2nd Fri. after Labor Day	DOE-ME gathers the Average Daily Membership (ADM) counts (Actual Count Day)	✔	✔
2nd Fri. after Labor Day	DOE-SR: Charter School Student Residence Report (Actual Count Day)	✔	✔
	DOE – RT: Real Time - Data is collected Thursday of every week	✔	✔

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October 2010

	Opening / 1st year schools	Schools in 2nd year and beyond
Tab 1- October Monthly report	✓	✓
Tab 5- Minutes from September Board meeting	✓	✓
Tab 13- Updated employee spreadsheet noting new hires and resignations	✓	✓
Tab 18- Electronic copy of enrollment count information DOE-ME (membership) Report.	✓	✓
Tab 18- Electronic copy of enrollment count information DOE-SR (student residence). Minimum elements required: school number, STN, and grade level.	✓	✓
Copy of DOE-GR Graduation Report for 2009-10 graduates		✓
DOE-GR Graduates data collection begins for graduates of the 2009-10 school year		✓
DOE-DM Student Dropout and Mobility Report collection begins for students enrolled in the 2009-10 school year	✓	✓
Monthly Student Information- Update IDOE STN lookup database as necessary	✓	✓
Enrollment Data Form- Number of students who discontinued attendace and the reason for dicontinuation	✓	✓
Textbook Reimbursement Claim Form due to IDOE	✓	✓
DOE-CE/CP: Certified Employee/Certified Positions Report (for Contract Information/Certified Position Data)	✓	✓
DOE-NE Noncertified Personnel Report collection begins	✓	✓
Certificate of Assurance for SEA funds – due to IDOE	✓	✓
DOE – RT: Real Time - Data is collected Thursday of every week	✓	✓

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November 2010

		Opening / 1st year schools	Schools in 2nd year and beyond
	Tab 1- November Monthly report	✔	✔
	Tab 2- Quarterly financial statement for quarter ending 9/30/2010	✔	✔
	Tab 4- Quarterly compliance letter for quarter ending 9/30/2010	✔	✔
	Tab 5- Minutes from October Board meeting	✔	✔
	Tab 13- Updated employee spreadsheet noting new hires and resignations	✔	✔
	Reports on the Immunization Status of students grades K,1, and 6 to Indiana State Department of Health	✔	✔
	Monthly Student Information- Update IDOE STN lookup database as necessary	✔	✔
	DOE – RT: Real Time - Data is collected Thursday of every week	✔	✔

December 2010

		Opening / 1st year schools	Schools in 2nd year and beyond
	Tab 1- December Monthly report	✔	✔
	Tab 5- Minutes from November Board meeting	✔	✔
	Tab 13- Updated employee spreadsheet noting new hires and resignations	✔	✔
	Copy of school's financial literacy curriculum and plans for delivering the curriculum to students (in compliance with Indiana Code **20-30-5-19**) *applicable only to schools serving 8th – 12th grades*.	✔	✔
	DOE-HB Homebound/Hospitalized data collection concludes for the 2009-10 school year		✔
	Monthly Student Information- Update IDOE STN lookup database as necessary	✔	✔
	DOE – RT: Real Time - Data is collected Thursday of every week	✔	✔

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January 2011

		Opening / 1st year schools	Schools in 2nd year and beyond
	Tab 1- January Monthly report	✔	✔
	Tab 5- Minutes from December Board meeting	✔	✔
	Tab 13- Updated employee spreadsheet noting new hires and resignations	✔	✔
	Tab 12 - ISTEP+ testing schedule for all grades / teachers	✔	✔
	Tab 15- Written documentation of recruitment strategies, application procedures, lottery, and wait list processes for the upcoming school year (including lottery date and location)	✔	✔
	Monthly Student Information- Update IDOE STN lookup database as necessary.	✔	✔
	DOE – RT: Real Time - Data is collected Thursday of every week	✔	✔

February 2011

		Opening / 1st year schools	Schools in 2nd year and beyond
	Tab 1- February Monthly report	✔	✔
	Tab 2- Quarterly financial statement for quarter ending 12/31/2010	✔	✔
	Tab 3- Quarterly compliance certification letter for quarter ending 12/31/2010	✔	✔
	Tab 5- Minutes from January Board meeting	✔	✔
	Tab 13- Updated employee spreadsheet noting new hires and resignations	✔	✔
	Tab 19- Copy of biannual financial report for July 1-December 31 that school submitted to IDOE Division of School Finance	✔	✔
	Biannual Financial Report for July1-December 31	✔	✔
	Monthly Student Information- Update IDOE STN lookup database as necessary.	✔	✔
	Annual Performance Report: Submit to the IDOE	✔	✔
	DOE – RT: Real Time - Data is collected Thursday of every week	✔	✔

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March 2011

		Opening / 1st year schools	Schools in 2nd year and beyond
	Tab 1- March Monthly report	✔	✔
	Tab 5- Minutes from February Board meeting	✔	✔
	Tab 11- Documentation of loans or other debt outstanding for the charter school (Submit only if changes have been made since March 2010.)		✔
	Tab 13- Updated employee spreadsheet noting new hires and resignations	✔	✔
	Monthly Student Information- Update IDOE STN lookup database as necessary.	✔	✔
	DOE-ISTEPBAR-C ISTEP+ Barcode Corrections data collection begins		
	DOE – RT: Real Time - Data is collected Thursday of every week	✔	✔

April 2011

		Opening / 1st year schools	Schools in 2nd year and beyond
	Tab 1- April Monthly report	✔	✔
	Tab 5- Minutes from March Board meeting	✔	✔
	Tab 13- Updated employee spreadsheet noting new hires and resignations	✔	✔
	Apply for loan from Common School Fund (if applicable)	✔	✔
	DOE-SE: Special Education Participant Count	✔	✔
	Monthly Student Information- Update IDOE STN lookup database as necessary.	✔	✔
	DOE – RT: Real Time - Data is collected Thursday of every week	✔	✔

May 2011

		Opening / 1st year schools	Schools in 2nd year and beyond
	Tab 1- May Monthly report	✔	✔
	Tab 2- Quarterly financial statement for quarter ending 3/31/2011	✔	✔
	Tab 3- Quarterly compliance certification letter for quarter ending 3/31/2011	✔	✔
	Tab 5- Minutes from April Board meeting	✔	✔
	Tab 13- Updated employee spreadsheet noting new hires and resignations	✔	✔

		Opening / 1st year schools	Schools in 2nd year and beyond
	Tab 18- Electronic Copy of DOE-ME Average Daily Membership count – For fourth year schools, submit each report submitted over the last four years. Minimum elements required: school number, STN, and grade level.	✔	✔
	DOE-AT Attendance Collection begins	✔	✔
	DOE-ME: Average Daily Membership student count (Actual Count Day)	✔	✔
	Full-Day Kindergarten Intent to Participate Form- Submit to IDOE (This is done prior to submitting a grant application.)	✔	✔
5/15/10	Monthly Student Information- Update IDOE STN lookup database as necessary.	✔	✔
	DOE – RT: Real Time - Data is collected Thursday of every week	✔	✔

June 2011

		Opening / 1st year schools	Schools in 2nd year and beyond
	Tab 1- June Monthly Report	✔	✔
	Tab 5- Minutes from May Board meeting	✔	✔
	Tab 7: Board Policies – Submit only if policies have been changed or amended since June 2009	✔	✔
	Tab 8: Bylaws – Submit only if the board adopted additional bylaws or amended the existing bylaws since June 2010	✔	✔
	Tab 9- Submit updated Articles of Incorporation only if they have been changed since June 2010	✔	✔
	Tab 13- Updated employee spreadsheet noting new hires and resignations	✔	✔
	Tab 17- Submit provision for health services, screenings, and immunization records only if they have been updated since June 2010	✔	✔
	Tab 24- Submit new/updated insurance policies only if policies have been changed or renewed since June 2010	✔	✔
	Tab 25- Submit comprehensive special education plan only if plan has been updated since June 2010	✔	✔
	Tab 27- Submit curriculum plan only if plan has been updated since June 2010	✔	✔
	Tab 28- Submit transportation plan only if plan has been updated since June 2010	✔	✔

	Tab 29- Submit school safety and emergency preparedness plan only if plan has been updated since June 2010	✔	✔
	Tab 30- Projected budget for upcoming Accounting Year which begins July 1st , including number of enrolled students budget is based upon. Include budget assumptions.	✔	✔
	Vision and Hearing Screenings Report (Submit to IDOE verifying grades and student groups who were screened)	✔	✔
	Monthly Student Information- Update IDOE STN lookup database as necessary.	✔	✔
	DOE-CID: Certification of Instructional Days	✔	✔
	DOE – RT: Real Time - Data is collected Thursday of every week	✔	✔

Monthly report template

Note: For each item below, please indicate if the item is applicable or not applicable for the reporting month. If an item is applicable, please provide an explanation in the space provided.	
School Name:	
Date:	
Current school enrollment:	
List of students expelled during the month	
Lists and contact information of any individuals leaving or joining the Board	
Lists and contact information of any individuals who are resigning from or expecting to hold an employed position in the Charter School, including any leadership, teaching, or administrative personnel.	
Any conflict of interest issues that arose between the Board of Directors and the school, and the method for resolution of the issue.	

Employee spreadsheet template

School Name:								
Date:								
Employee's name	Date of birth	Address	Position	Compensation	Evidence of License (i.e. license number) or Qualifications	Terminated or Resigned	Bkgd Check Completed	License expiration date